

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Probation Report Form (PRF)** | | | | |
| **1. Personal Details** | | | | |
| Staff Member | Staff No: | | | Position |
| Contract Type: | Contract Duration | | | School/Department |
| College/Centre | Date of Commencement | | | Date of Review |
| **Mid Term Review**  | **Final Review**  | | | **Special Review**  |
| **2. Induction** | | | | |
| ***Has the Induction process to date been satisfactory?*** | | | Yes  No  Please comment**:** | |
| ***Note any actions*** | |  | | |
| **3. Performance & Behaviour** | | | | |
| ***Has a satisfactory understanding of all the duties assigned to date been demonstrated?*** | | | Yes  No   Comments**:** | |

|  |  |  |
| --- | --- | --- |
| ***Note any actions*** |  | |
| ***Rate the performance of the staff member.***  ***To date in relation to the objectives and targets agreed on date of commencement (ref Induction Policy - Day 1 )*** | | Performance Rating:  ***\*\* See guide to performance ratings below.***  Poor  Satisfactory  Good   Comments: |
| ***Note any actions*** |  | |

|  |  |  |
| --- | --- | --- |
| ***Rate the behaviour s of the staff member to date***  ***Dignity & Respect Rating***:  Poor  Satisfactory  Good   Comments:  ***Health & Safety Rating***:  Poor  Satisfactory  Good   Comments: | | ***\*\*\* See guide to behavioural ratings below.***  ***Teamwork Rating***:  Poor  Satisfactory  Good   Comments:  ***Customer Service Rating***:  Poor  Satisfactory  Good   Comments: |
| ***Note any actions*** |  | |

|  |  |  |
| --- | --- | --- |
| ***Have the job expectations been met*** | | Yes  No  Please comment: |
| ***Note any actions*** |  | |
| **4. Attendance** | | |
| ***Has attendance to date been satisfactory?*** | | Yes  No   Comments**:**  Certified: **( )** Uncertified: **( )** Other: **( )**  Please comment**:** |
| ***Note any actions*** |  | |
| **5. Training** | | |
| ***Has the training plan agreed at Induct ion been implemented*** | | Yes  No  |

|  |  |
| --- | --- |
| **Note any actions** |  |
| ***Has the training received to date been satisfactory?*** | Yes  No  Please comment**:** |
| **Note any actions** |  |
| **6. Declaration**  We confirm that the above Probation Review Meeting has taken place.  **Signatures: Staff Member: Manager:** | |
| **7. Recommendation**  ***N.B.- Only for completion following Final Review Meeting:***  Following completion of the above Final Probation Review Meeting, I wish to recommend that:  *The appointment of the above named to TU Dublin should be confirmed*   *The appointment of the above named should be terminated in accordance with TU Dublin procedures*   *The probationary period of the above named should be extended for a further period until*  *(date), for the following reasons:*  | |

Signed: Date:

# Manager

**.**

**.**

**For HR Use Only:-**

I have reviewed the file and (*tick as appropriate*);

I am satisfied 

I am not satisfied 

that TU Dublin Probation Procedures have been followed and that the recommendation of the Line Manager is justified and supported by appropriate evidence.

I approve 

I do not approve  the above recommendation. *(tick as appropriate)*

**Signed: Title:**

**Head of Human Resources**

**Date**:

***\*\* Guide to Performance Ratings***

***Poor*** = **Objectives identified at induction have not been met. Not meeting expectations.**

***Satisfactory*** = **Objectives identified at induction have partially been met. Meeting some expectations.**

***Good*** = **Objectives identified at induction have fully been met. Meeting all expectations.**

***\*\*\* Guide to Behavioural Ratings Poor*** = **Not meeting expectations.**

***Satisfactor y*** = **Meeting some expectation s**

***Good*** = **Meeting all expectati ons**